



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200643

POSITION: Associate Category Manager

LOCATION: State Purchasing
200 Piedmont Avenue
13th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All applicants

PAY GRADE: 17

PAY GRADE SALARY RANGE: \$3,484.08 - 6,110.30 per month

GENERAL DESCRIPTION: Join the state of Georgia in building a strategic sourcing team to help us realize a procurement transformation as we adopt best practices.

The Associate Category Manager will serve as a procurement specialist in State Purchasing's Strategic Sourcing section, provide in depth research and analytical support for a complex category in a variety of procurement activities, and/or lead a less-complex category, develop and execute procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s), and develop and maintain effective working relationships with internal and external stakeholders, and manage category and vendor performance. May supervise analysts.

Required Knowledge, Skills, and Abilities

- Strong category and general procurement knowledge
- Advanced Microsoft Office Skills
- Strong project management skills
- Strong interpersonal skills
- Excellent analytical skills
- Strong negotiation skills
- Ability to reduce costs within categories
- Ability to establish, communicate, and manage Supplier Performance Metrics
- Ability to think strategically

MINIMUM QUALIFICATIONS: Completion of a four-year degree from an accredited college or university

AND

Three years of professional procurement/sourcing experience.

OR

Seven years of professional procurement/sourcing experience

OR

Two years of experience as a Category Analyst or Senior Strategic Support Analyst.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree from an accredited college or university
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM)
- Prior government procurement experience
- E-sourcing experience
- Procurement/sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT